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UNITED STATES GOVERNMENT

Memorandum

SCD M73- 0 4 6 0

TO   :   Executive Assistant, OC

DATE: 24 MAY 1973

FROM :   Chief, Staff Communications Division, OC

SUBJECT: Committee to Study ADP Applications for OC Management
          Information

REF   :   OC Notice No. 29-73

     The Staff Communications Division's designated representative

25X1A   on the subject committee is [   ], Chief, Systems

Design Branch, OC-SCD. In order to cover the possibility of the

25X1A   occasional unavailability of [   ] for committee meetings,

our alternate representative will be [   ]   25X1A

    25X1A

    25X1

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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22 MAY 1973

MEMORANDUM FOR: Executive Assistant, OC

THROUGH   : Chief, Staff Communications Division, OC

SUBJECT   : ADP Applications for OC Management Information

1. This is an initial attempt at identifying functions in which the SCD sees possible effective use of greater ADP assistance. The chart in paragraph 2 displays two dimensions of the question; i.e., it is a list by priority, beginning with the most significant items, plus a category column. The key to the category column is as follows:

Categories:

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A. Those functions, tasks, or reports performed by SCD primarily for SCD's network management purposes (such as ⬚)

B. Those functions, tasks, or reports performed largely for consumption by other components (CATRAN, CFR).

25X1A

C. Those functions, tasks, or reports performed by other components which SCD is a "customer" for (PRA Review, ⬚, Crypto Clearance Reports, etc.).

2. Chart indicating priority listing addressing the question:

Function	Category
Program Trend Report Analysis	C (OC-A)
CATRAN (Field Station Work Load Statistics)	B
CFR (Combined Field Report)	A/B
⬚ (Crypto Link Record)	A
(Leased Line Records)	A
Equipment Failure Reports	A
⬚ (World-wide Equipment Report)	A

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25X1A   * ⬚ is currently assisted by "off-line" ADP. This particular management report is listed last because update

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25X1A

information originates in the field via semiannual dispatches
and is, therefore, rarely current. There would be value in
being able to manipulate [____] information, but some further
study would have to be given to the means and cost of obtaining
timely input information. There is clearly little point in
being able to manipulate non-current data. To a lesser degree,
this also applies to the CFR except that changes in this document
are less frequent and the data base more likely to be reasonably
current at any given time.

[____]   25X1A

Deputy Chief, Staff Communications Division
Office of Communications

2

SPD-M73-2 8 3
21 MAY 1973

MEMORANDUM FOR: Executive Assistant, OC

FROM   : Chief, Special Programs Division, OC

SUBJECT   : OC-ADP Applications

1. As a first step in improving our management
information system base, we recommend expansion of and
upgrading to on-line access the following three reports -
the Position Control Register, the Trends/Financial Report
and the [   ]. These are the keys to the three basic
management information needs: people, things and money.

25X1A

2. Personnel: In this area we envision a full
personnel data bank, sort of a gisted 201 file. If
properly segregated, the PCR could be a subset of the
system. An intersecting subset could provide information
by career panel. Another could provide data by grade.
Similarly, information on training, skills, past tours,
leave balances, promotion history, cumulative salary,
overtime, clearances, etc., could be called out in
various configurations by those with authorized access
to specific data elements.

3. Budget: What we need in the budget and fiscal
area is something on the order of a continuously up-
dated Trend report. (STEPS promises to provide this
type information for R&D.) This would be extremely
useful not only at the Office level but through the
Program Manager down to the sub-Program Manager level.
We would suggest some type of coding scheme to indicate
the status of funds through channels. For example,
code 1 for Program Manager's commitment of funds could be
entered on-line at the Division level. When the funds
were certified by B&F, code 1 could be changed to code 2.
Code 3 would indicate actual expenditures and could be
put into the system by Finance or Logistics, the latter
being especially important when a procurement action is
negotiated downward, thus making additional money
available to the Program Manager.

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25X1A

4. Materiel: Here we are talking about an on-line file containing [   ], the various supply allocations, inventories, CMR's, etc. The goal would be to know where everything is in the system, including the pipeline, on a current basis.

5. The presently planned OJCS terminal replacement for the IBM 2260, the Delta Data 5260 or equivalent, which will be used for STEPS, could also serve as the on-line terminal for the above file systems.

6. A review of other possible Division applications for management information system files revealed no requirements that would not be satisfied by those files mentioned in paragraphs 2, 3 and 4.

25X1A

MEMORANDUM FOR: Executive Assistant, OC

FROM   : Chief, Records Control Staff, OC

SUBJECT   : ADP Reports

1. OC-RCS ADP Reports

   Annual   Top Secret Inventory to all OC
                   Headquarters and Field components
                   holding Top Secret documents are
                   prepared by OC-RCS.

2. Internal OC Reports used by OC-RCS

   Quarterly   OC Manning Tables for deposit to
                   Vital Documents prepared by OC-A.

   Semi-annual   Cryptographic Inventory [   ]   25X1A
                   prepared by OC-CS.

3. External Reports used by OC-RCS

   Monthly   Personnel Status reports used for
                   routing OC correspondence are pre-
                   pared by DDM&S/OP (OC-RCS receives
                   one listing by name, one by panel,
                   and the OC-RCS section of the T/O).

4. Proposed ADP Reports

   Monthly   Pseudonym listing by component and
                   a True name listing by component
                   would be prepared by DDO/Cryptic
                   Reference.

   Annual   OCHB-F 5.10.1, Index of OC Documents, to be
                   prepared by OC-CCD.

                                           25X1A

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SPD-M73-2 8 3
2 1 MAY 1973

MEMORANDUM FOR: Executive Assistant, OC

FROM   : Chief, Special Programs Division, OC

SUBJECT   : OC-ADP Applications

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25X1A

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25X1A

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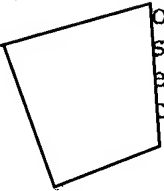
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CS-M-73-2 3C|
2 1 MAY 1973

MEMORANDUM FOR: Chairman, OC-ADP Applications Committee

FROM   : Committee Member, OC-CS

SUBJECT   : Potential Requirements for ADP Application

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1.   In addition to the computer assisted COMSEC functions on the "ADP Assisted Management Reporting" list, other COMSEC requirements include the use of a computer for specific code/cipher system support; for examination and evaluation of new systems; and as a tool for working cryptomath problems.

2.   Most COMSEC computer requirements are small and of special value for COMSEC purposes only. However, there may be instances where certain COMSEC input may be added to other data bank information.

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	DDM&S/ OC NBR	REPORT TITLE	COMPONENT	FREQUENCY	1973 CO:
1.	008	Top Secret Inventory	OC-RCS	ANNUAL	$ 96.9
2.	013	Office Estimates & Revisions For Congressional Budget Submission	OC-A	ANNUAL	$ 2,823.3
3.	014	Overseas Manning Tables	OC-A	MONTHLY	$ 159.4
4.	021	OC Ceiling & Strength Report	OC-A	MONTHLY	$ 456.1
5.	025	Inventory of OC Positions, Signal Plans & Equipment (REGION)	OC-CCD	ANNUAL	$
6.	026	PRA Review	OC-A OC-[25X1A]	SEMI-ANNUAL	$ 1,821.9
7.	034	Cable Traffic Analysis Report (CATRAN)	OC-SCD	MONTHLY	$ 7,404.8
8.	035	Green Telephone Network Report	OC-[25X1A]	QUARTERLY	$ 191.8
9.	038	Cryptographic Material Inventory [25X1A]	OC-CS	SEMI-ANNUAL	$ 797.8
10.	039	Cryptographic Transfer & Destruction Reports	OC-CS	APERIODIC	$ 3,699.20
11.	046	Contract Information System (CIS)	OC-CCD	APERIODIC	$ 914.80
12.	052	Leased Line & Allocated Circuit Listing	OC-SCD	SEMI-ANNUAL	$ 3,897.28
13.	053	Equipment Inventory	OC-SCD	SEMI-ANNUAL	$ 5,185.80 ILLEGIB
14.	062	Cryptographic Equipment Monetary Report	OC-CS	QUARTERLY	$ 1,094.32
15.	069	Depot Inventory of COMSEC Keying Material	OC-CS	SEMI-ANNUAL	$ 47.22
16.	076	Cryptographic Clearance Report	OC-CS	BI-MONTHLY	$ 2,008.92
17.	New	Cryptographic Equipment Status Report	OC-CS	QUARTERLY	$ 849.72

*Excerpted from the 1973 OC Reports Inventory.

CATEGORY I & II

	TITLE	USER	PRODUCED BY	
			OC-DO/DATACOM	OJCS

25X1A

		OC-DO/DATACOM	OJCS
II	25X1A Manning Table	X	
I	FRIS (Financial Report Information System)	X	
IV	Circuit Outage Report	X	
IV	Circuit Status Summary	X	
IV	Inventory OC____ Test Schedule	X	
II	KY-3 Distribution Report	X	
IV	DATACOM Statistics		X
II	Wirelist		X
IV	COMSTAT (Work Measurement)	X	
IV	Combined Secure Voice Telephone Directory		X
	Applications Program - On-Line____ Terminal (Script) Pert?		

25X1A

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CATEGORY III
Required from others

25X1A   1) Position Control Register - World Wide and [ ]
        H Panel I Data of all types
        II World Wide Manning Table
) Personnel Locator Report
        1 Program Trend Report Analysis
        II Inventory of ADP Equipment
        II Monthly True Separation Report - Alphabetical
25X1A   Staff Communications Equipment Program - [ ]
           Cross reference index of Communications Equipment - World Wide
           Master listing of equipment stock items by stock number
           Master listing of equipment stock items by nomenclature
ILLEGIB
   25X1A   Crypto Inventory run   (Produced by CS [ ]

OCO-m 73-083

MEMORANDUM FOR: Executive Assistant, OC

SUBJECT   :   OC-O ADP Applications

1. The following comments on the use of ADP for OC-O requirements are in response to your request at the OC ADP committee meeting 8 May.

2. The OC-O Staffs do not originate any reports or maintain records that would be applicable for Automatic Data Processing. However, in our day to day liaison with the Operations Directorate and as focal points for inquiries concerning overseas activities, we do have a need for quick access to up-to-date information on all aspects of OC operations.

3. Information contained in CATRAN, CORF's, CFR's, FRASA, Brief Post Reports and Manning Tables is used frequently. Also, access to information on current availability and cost of specific items of covert communications equipment would be valuable. Most of this information is available in one form or another which in general is adequate to meet our requirements. However, in the interest of more efficient operations and timely responses to our customers, it is recommended that the committee consider the foregoing reports for possible automation.

25X1A

Chief, Operations, OC

STATINTL

17 May 1973

CATEGORY I & II

	TITLE	USER	PRODUCED BY	
			OC-DO/DATACOM	OJCS
25X1A	☐ Manning Table		X	
	FRIS (Financial Report Information System)		X	
	Circuit Outage Report		X	
	Circuit Status Summary		X	
25X1A	Inventory OC/☐ Test Schedule		X	
	KY-3 Distribution Report		X	
	DATACOM Statistics		X	
	Wirelist			X
	COMSTAT (Work Measurement)			X
	Combined Secure Voice Telephone Directory		X	
STATINTL	Applications Program - On-Line ☐ Terminal (Script) Pert?			X

25X1A

CATEGORY III
  Required from others

25X1A   Position Control Register - World Wide and [   ]

         Panel I Data of all types

         World Wide Manning Table

         Personnel Locator Report

         Program Trend Report Analysis

         Inventory of ADP Equipment

         Monthly True Separation Report - Alphabetical

25X1A   Staff Communications Equipment Program —[   ]

         Cross reference index of Communications Equipment - World Wide

         Master listing of equipment stock items by stock number

         Master listing of equipment stock items by nomenclature

25X1A   Crypto Inventory run   (Produced by CS [   ]

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PCS-M73-035

18 May 1973

MEMORANDUM FOR: Executive Assistant, OC

SUBJECT   :   Committee to Study ADP Applications for
                    OC Management Information

REFERENCE   :   OC Notice 29-73

   1. The attached is a listing of reports and other data
presently being received for which OC-P will have a continuing
need. The listing also indicates the source of the material
and the staff or division with input responsibility if machine
printout is involved.

   2. OC-P data requirements are related to program/budget
submissions, management statistics compilation or NON-OC gen-
erated Agency requirements. This staff is not the ultimate
source of any OC data requirements now in existence.

   3. We believe that the message handling and related reports
in the attachment can be readily automated as a fall-out of a
message unit costing system. Most other reports in the attach-
ment are also candidates for automation in any general manage-
ment automated information system.

25X1A   4. [   ] is the designated OC-P representa-
tive to the committee created by the reference.

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                          Chief, Program Coordination Staff, OC

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  As Stated

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REPORTS & OTHER DATA REQUIRED BY OC-P

From SCD:

1. Staff Communications Data:

    a. Message count by month and fiscal year.

    b. By individual agencies [   ]   25X1A

    c. By OC areas.

    d. By DD/O areas.

    e. By Headquarters Signal Center.

    f. By load in CIA Communications network.

25X1A

2. [   ]

3. [   ]

4. Quarterly status report of leased line expenditure by station and type of lease.

From OC-CS:

1. Report of registered cryptographic equipment in use.

From OC-CMS:

1. Annual statistics of internal non-communications training for OC personnel by course category.

2. DTO for all external training for OC personnel.

3. Annual report of communications training for OC personnel by course category.

4. Annual report of communications training at [   ] for non-OC 25X1A personnel by course category.

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From OC-A:

1. Monthly report of hours of overtime expended by OC areas, OSG and Headquarters elements.

2. Ceiling strength report.

3. OC personnel position report on programmatic basis for collection and communications; also by organizational component.

4. Report of average employment by OC component.

From DD/M&S (SIPS):

1. Monthly financial trend report (input by OC-A/B&F).

2. Monthly financial deviation report.

3. Monthly report of dollar amount reprogrammed each month and the cumulative totals by fan account.

4. Budget worksheets for use in preparation of (a) program execution; (b) Office Estimate and Congressional Budget; and (c) new FY program.

5. Machine printout of forecast obligation rates by fan account (48 fans). Rates obtained from fan managers and compiled/submitted by OC-P.

6. Report of inventory of all OC ADP equipment and systems by dollar value and location input by OC-P.

7. Annual, or when changes made, report of ADP resources by (a) position, (b) man-years, and (c) dollar costs. Input by OC-P.

Miscellaneous Requirements:

1. Extract from OC area quarterly reports (admin portion) number of TDY man-days by month and job specialty.

2. Annually from all OC staffs, divisions and OSG manager, O/S TDY man-days by month and job specialty.